

**F & A/RDS/PROGRAM ACCOUNTABILITY AND REVIEW**  
**REVIEW GUIDE FOR THE TENNESSEE DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT-WIA**

**Subrecipient:** \_\_\_\_\_

**Monitor:** \_\_\_\_\_

**Grant/Contract No:** \_\_\_\_\_

**Funding Source:** \_\_\_\_\_

**Date of Visit:** \_\_\_\_\_

**INCENTIVE GRANT AND ADULT ELIGIBILITY SERVICES DESKTOP REVIEW**

- 1. If providing participant services, has the LWIA met the eligibility requirement of the target group to be served through the incentive grant?**

*Reference: If the Incentive Grant provides participant services, use the questions listed in the adult, youth, and/or dislocated worker review guides*

- 2. Are quarterly reports submitted in a timely manner? (The dates for submitting quarterly reports are October 15, January 15, April 15, and July 15).**

*Reference: If the Incentive Grant provides participant services, use the questions listed in the adult, youth, and/or dislocated worker review guides*

- 3. If the quarterly expenditure of program goals have not been met, then has the contractor provided an explanation in writing to the state in the quarterly report?**

*Reference: If the Incentive Grant provides participant services, use the questions listed in the adult, youth, and/or dislocated worker review guides*

- 4. Is information regarding participants eligibility and services accurately keyed into eCMATS in a timely manner?**

*WIA T.A. Manual  
CMATS WIA Program Manual  
And/or WIA Sec. 185 (a)(1)*